



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Office of Comptroller General Chief Deputy Ins. Comm. & Deputy Comp. General Room 238, State Capitol Atlanta, Georgia 30334		EB - 5 1976	76-39 FEB 24 1976
4. Person to Contact Mrs. Edith Smith		5. Working Title Asst. to Deputy Comp.	6. Tel. No. 656-2118

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1973-To Date	9. Exact Series Title Comptroller General's Office Legislation File
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10. What is the function of the office in which this record series is created?

To administer the duties of the Comptroller General in his absence;
to act in part as Chief Insurance Deputy; to review and maintain all legal actions and other actions taken under statutory and regulatory guidelines set forth under Georgia Codes; to maintain records, review details of, and initiate receivership action against persons or other legal entities.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Proposing Legislation for passage by General Assembly.

Included are but not limited to: Synopsis of Legislation passed by the General Assembly and related correspondence.

File is arranged: Arrangement numerically by Bill number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers				1	2		
Legal-size File Drawers	2	4	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				10	3	0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER See below, then:

- ☐ Hold in the current files area month(s)/ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify)

When legislation is passed or when legislation is no longer under consideration, remove from pending legislation file and place in inactive file. Cut off inactive file at end of each calendar year, hold in current files area one year, then transfer to State Archives for permanent retention.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Fred Anderson</i>	1-30-76		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Johnny L. Caldwell</i>	2-2-76
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Hagan</i>	2-20-76
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	2-19-76
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>W. H. Helle</i>	2-20-76

STATE RECORDS
COMMITTEE